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25 August 1977

MEMORANDUM FOR: Director of Data Processing

ATTENTION : Executive Officer

FROM : [REDACTED]
Chief, Administrative Staff, ODP

SUBJECT : Administrative Staff Weekly Report
22-26 August 1977

STATINTL

TRAINING

Each ODP secretary was sent a list of suggested training courses for her. The recommended courses were based on her position in the organization, her present record of training, as well as what she might be doing in the future. The dates for these courses over the next several months were also included to assist the secretary and her supervisor in planning her training. [REDACTED]

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SPACE

STATINTL

Our running discussions with LSD on space continued. Relocation of part of [REDACTED] in the Ames Building was settled, at least until SPS moves to the Headquarters Building. There is some wavering on the firm promise to move SPS in November or December 1977. LSD was unable to get started this week on the space planning for CAMS in the [REDACTED] Building because of prior commitments, but with an assurance this planning will begin on 29 August. [REDACTED]

STATINTL

We asked the Physical Security Division of the Office of Security to do two things: a. to convert room GD59 into a special purpose vault which would improve security, reduce a number of safes in that room, and generally improve the overall efficiency of the use of that space; b. to make whatever guard arrangements are necessary to improve the security on the 3rd floor of Ames where [REDACTED] contractors are working and to eliminate the awkward problem of getting between the third and fourth floors. [REDACTED]

STATINTL

POSITION DESCRIPTIONS FOR SUPERGRADES

New position descriptions for supergrades were written
and sent to the DDA.

 STATINTL